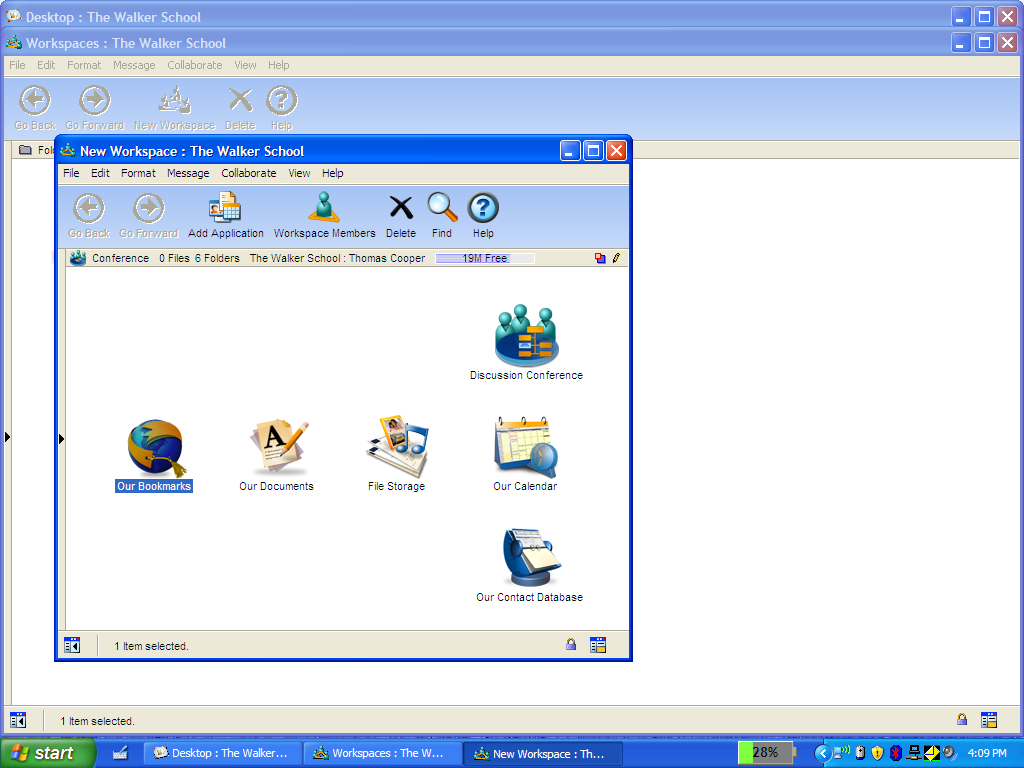
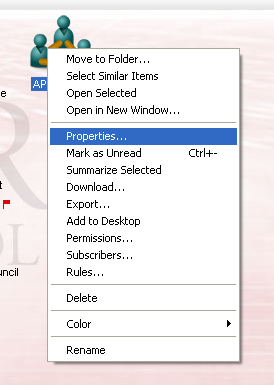
The Walker School

Creating a First Class Workspace

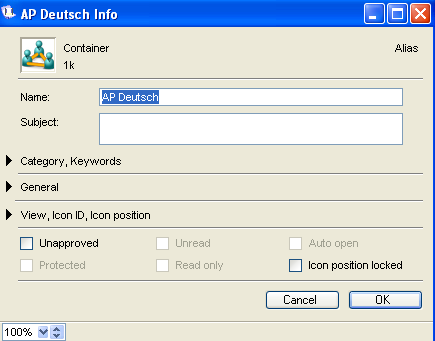
1. Open First Class and log in to your account.
2. **Creating a Workspace:** Click on the “Workspaces” icon.
3. Choose “Standard Workspace” from the list and click OK.
4. Workspaces contain the following items:
   1. A conference for discussions
   2. A group calendar for scheduling meetings
   3. A contact database to provide information about contacts
   4. A documents container to store permanent records
   5. A file storage container to store files of various media types, such as sound and picture files.



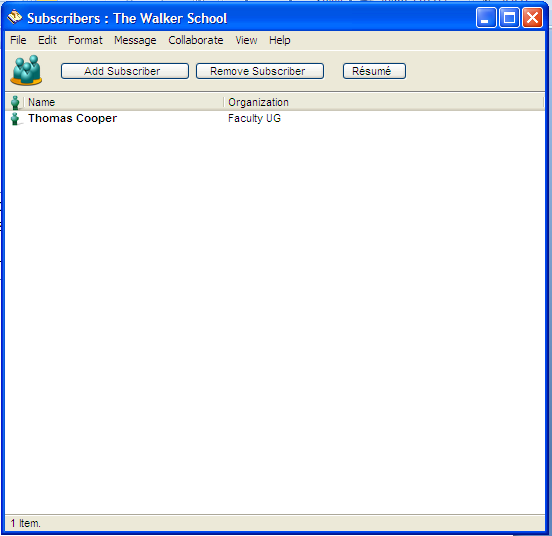
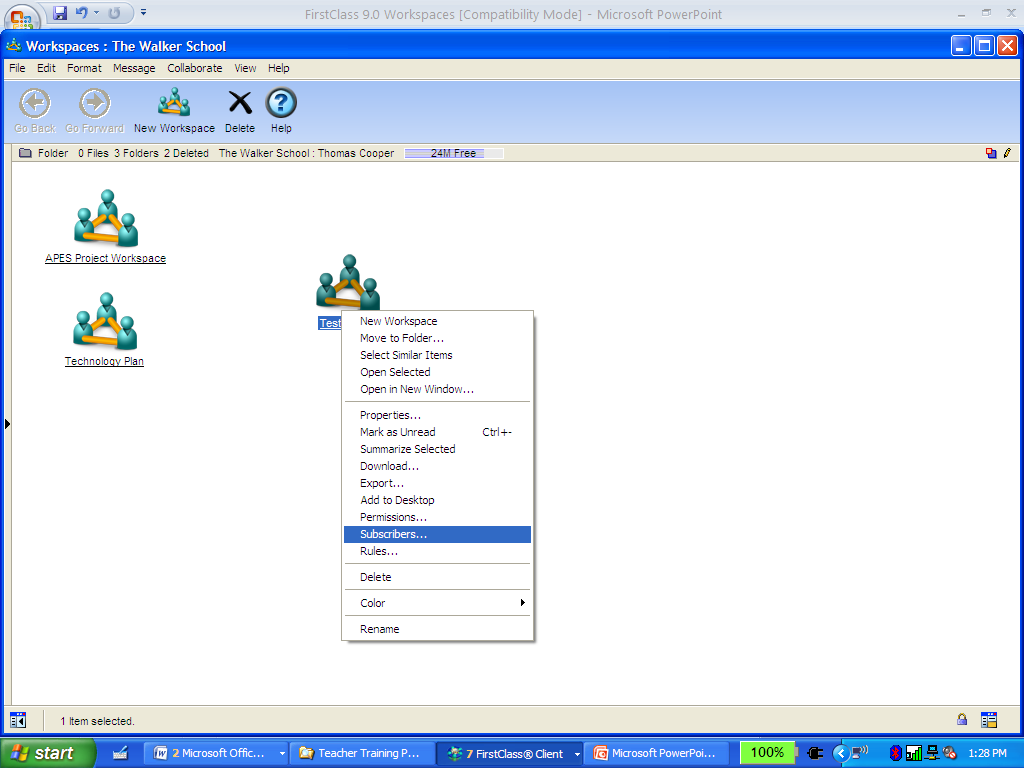
1. **Name Your Workspace:** To name (or rename) your workspace, right click and go to “Properties” (not Rename). Create a workspace for each of your classes.



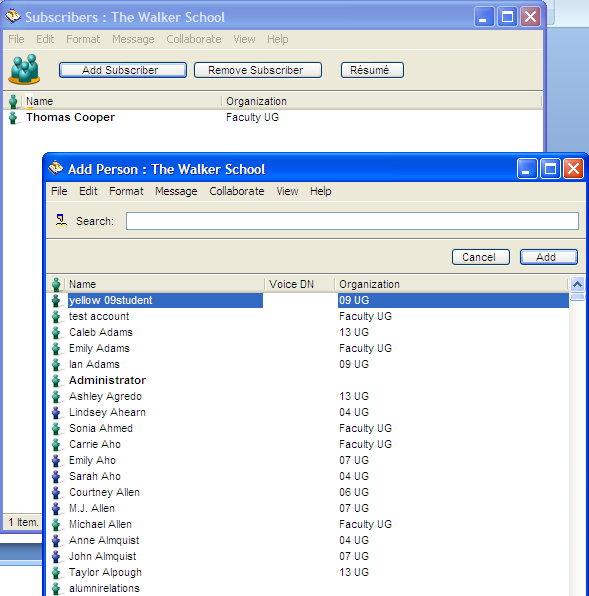
1. Type in the name you would like for the workspace. The name of your class usually works the best. You also might want to include the grade level (i.e. Level I, II, etc. or 9th, 10th, etc.).



1. **Adding Subscribers:** You will need to add the students from your class to the workspace and give them permission to use the workspace. To add students to the workspace, right click on the icon for the group and choose subscribers from the list.

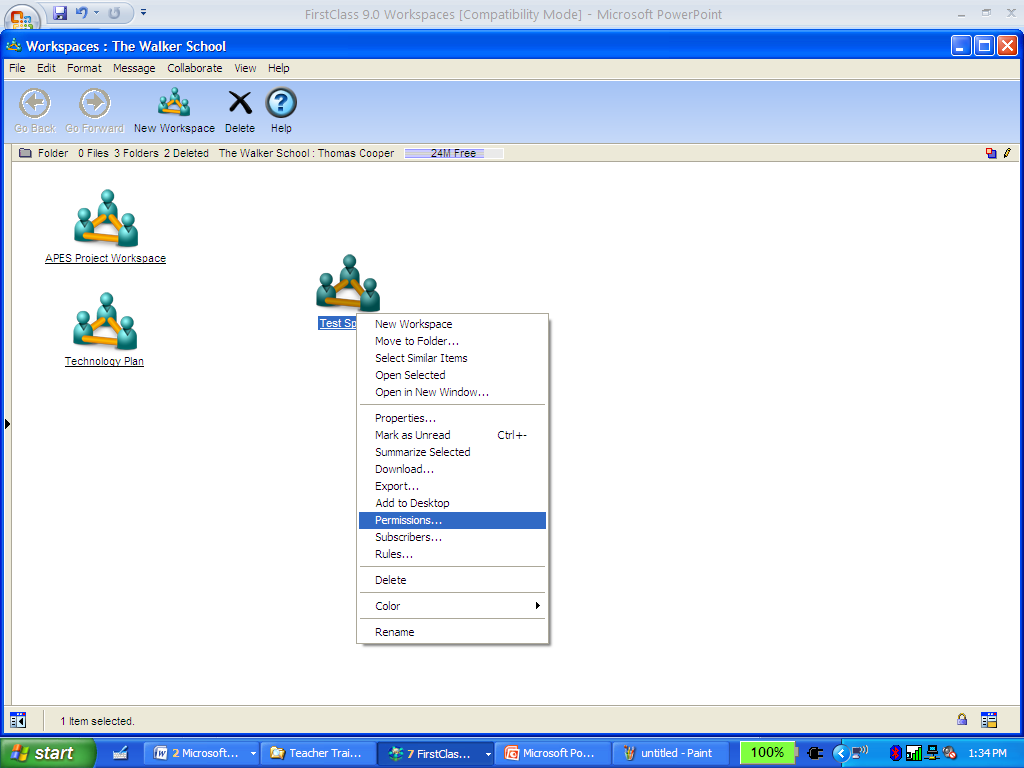


1. Click on the “Add Subscriber” button. In the “Search” box type in the student’s name until it appears in the list below. Choose the students name and click the “Add” button in the upper right corner of the active window.

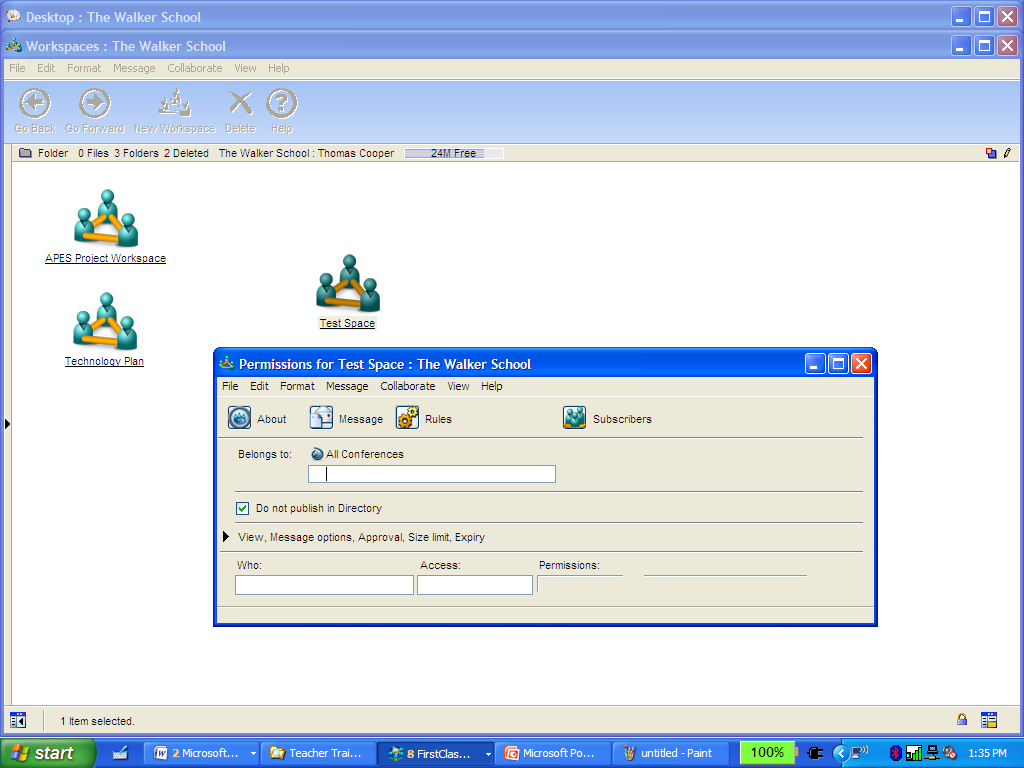


*Note: You should be the first person in the list, as you are the creator. If you are not, then make sure to add yourself to the list.*

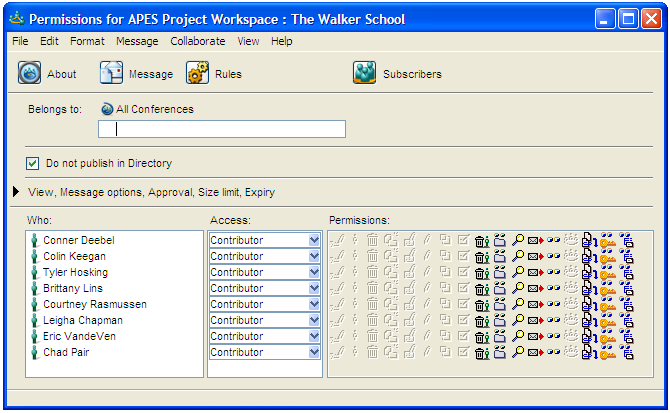
1. **Assigning Permissions:** To give each student the appropriate permissions to use the workspace, right click on the workspace and choose “Permissions” from the list.



1. Under “Who” in the bottom left of the active screen, type in each student’s name for the class. This list should match the subscribers you added previously. Make sure to add your name, if it doesn’t already appear in the list.



1. Under the “Access” column, give yourself the permissions associated with “Creator” and each student the permissions associated with “Contributor”.



1. Explanation of some Conference Rights:

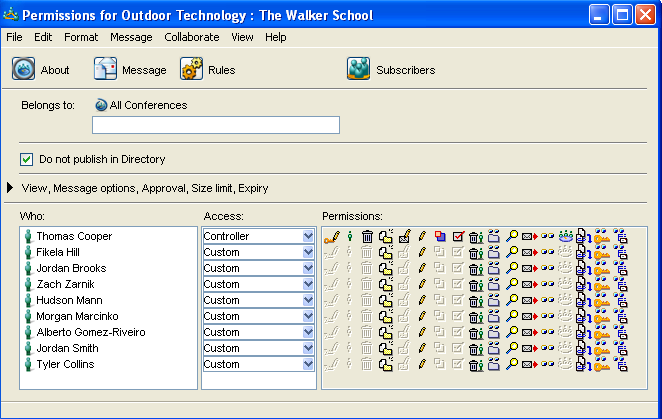
Controller – This gives you all rights. You should give yourself this permission.

Contributor – This allows a person to post information to the conference.

Disallowed – prevents the individual in the class from participating

Reader – allows only viewing privileges to the participant

1. **Adding Custom Permissions:** You will need to add a couple of special permissions to the group in order to manage the group appropriately for a high school class. Add the permission for “Create Items” by clicking on the paper and folder icon next to each student’s name and the icon for “Edit Items” (which is the pencil), as shown below.



*Note: Any permission that is grey is not active. You activate permissions by clicking on the icon and you remove permissions, by clicking on it again.*

1. Create a workspace for each class.